

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	8.656
	STATE OF HAWAII	8.658
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Minimum Qualification Specifications  
for the Classes:

PARKING and SECURITY OFFICER I  
PARKING & SECURITY OFFICER II  
PARKING & SECURITY SUPERVISOR

**Basic Experience/Education Requirement:**

Work experience which demonstrated the ability to read, comprehend and apply oral and written instructions; write simply and directly; and perform arithmetic computations (addition, subtraction, multiplication and division). Graduation from high school, or equivalent, may be substituted for the basic experience required.

**Experience Requirements:**

Applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown in the following table, or any equivalent combination of training and experience:

Class Title	General Exp (Yrs)	Spclzd Exp (Yrs)	Supvy Exp (Yrs)	Total Exp (Yrs)
Parking & Security Offcr I	1	0	0	1
Parking & Security Offcr II	1	1	0	2
Parking & Security Supvr	1	2	*	3

General Experience: Work experience which demonstrated the ability to: (1) meet and deal effectively with people; (2) enforce and apply various rules and regulations; (3) prepare reports; and (4) perform simple arithmetic computations (addition, subtraction, multiplication, division).

Specialized Experience: Work experience which involved checking parking lots for parking violators, citing violators, and directing traffic within parking lots.

\*Supervisory Aptitude: Applicants must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which

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involve some supervisory responsibilities or aspects; by serving as a group or team leader, or in similar work in which opportunities for demonstrating supervisory capabilities exist; by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

### **Quality of Experience:**

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

### **Licensed Required:**

Applicants must possess a valid license to drive in the State of Hawaii.

### **Selective Certification:**

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

### **Tests:**

Applicants may be required to qualify on an appropriate examination.

### **Physical and Medical Requirements:**

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Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, and for the Parking Control Officer I and II, push and pull a coin cart which weighs up to 50 pounds, or the ability to compensate satisfactorily. Disabilities will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position with or without reasonable accommodation will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director of Human Resources Development.

**Mental/Emotional Requirements:**

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is a correction to the minimum qualification specifications for the classes PARKING AND SECURITY OFFICER I, which was approved on July 14, 2000; PARKING & SECURITY OFFICER II and PARKING & SECURITY SUPERVISOR which were approved on February 14, 2002.

DATE APPROVED: 9/5/02

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DAVIS K. YOGI  
Director of Human Resources Development